

<p style="text-align: center;">ATTACHMENT H Performance Standards Checklist</p>

1. Title Search
2. Site History Search
3. PRP Name and Address Verification
4. Corporate Research and Financial Assessment Search
5. Waste-In Report

Performance Standard Checklist
Title Search

___ Secure three or less specific title documents as identified by EPA

___ Secure Source documents which evidence site ownership history

Time Period:

___ from ___ to ___

___ earliest industrial use to present

___ other

Title documents relevant:

___ all title ownership with indicia of possession and use
(Warranty, Deed of Trust, Lease, Grant, Quitclaim Deeds,
Administrator Deeds, Executor Deeds, Trustee Deeds)
documents, with all attachments

___ all title chain documents, including:

___ easements

___ highway, street, road

___ power transmission

___ pipeline

___ chattel mortgages

___ liens

___ deed restrictions

___ other

___ Indication of breaks in title chain with documentation

___ Chronological organization of documents

___ Other organization of documents

___ Document labeling

___ Document indexing

___ Description of all locations where research was conducted, the

holdings of each, available media, and reproduction and authentication costs and requirements

- ___ Title chain, with index of source documents
- ___ Title tree
- ___ Plat map
 - ___ with ownership history plotted on plat or in overlays
- ___ Site photography
- ___ Reproduction
 - ___ Paper
 - ___ Microfilm
 - ___ Electronic (Scan and create files for electronic management)
 - ___ Transport/Ship/Mail
 - ___ Store
 - ___ Label Copies
 - ___ Index Copies
 - ___ Have Copies Authenticated
 - ___ Return Originals
 - ___ Prepare Summary Report

Performance Standards Checklist

Site History Search Operational History Search Operational History Search

- ☐ Secure three or less specific documents as identified by EPA
- ☐ Identify available documents locally
 - ☐ Sources Searched List
 - ☐ Findings (positive & negative, quantity, types of documents, organization, condition, media, reproduction and authentication costs and requirements)
 - ☐ Contact Information
- ☐ Identify available documents remotely
 - ☐ Sources Searched List
 - ☐ Findings (positive & negative, quantity, types of documents, organization, condition, media, reproduction and authentication costs and requirements)
 - ☐ Contact Information
- ☐ Identify potential evidence from EPA provided materials
 - ☐ Flag
 - ☐ Reproduce (Paper Copy/Photograph Copy/Microform Copy)
 - ☐ Scan and create files for electronic management
 - ☐ Index
 - ☐ Other
- ☐ Conduct Document Reconnaissance
 - ☐ Travel to site or remote location
 - ☐ Characterize and Report (include Access issues and Contact information)
 - ☐ Prepare location conditions Report (available power, proximity to hot zone, enclosed area, other)
 - ☐ Prepare Material Assessment Report
 - ☐ Media
 - ☐ Stability/Condition
 - ☐ Testing
 - ☐ Quantity (number of boxes, files, and/or linear feet)
 - ☐ Types of documents correspondence, manifests, bills of lading, cancelled checks)
 - ☐ Time Period (including gaps)
 - ☐ Organization Report
 - ☐ Identify whether or not boxes and files are labeled
 - ☐ Prepare, based on existing labeling, box and file content index with quantities (types of documents

and time span)

- _____ Secure documents
 - _____ Develop Plan, with costs
 - _____ Pack and label originals
 - _____ Reproduce
 - _____ Paper
 - _____ Microfilm
 - _____ Electronic (Scan and create files for electronic management)
 - _____ Transport/Ship/Mail
 - _____ Store
 - _____ Label Copies
 - _____ Index Copies
 - _____ Have Copies Authenticated
 - _____ Return Originals
- _____ Prepare Summary Report

Performance Standards Checklist
Corporate and Financial Assessment Search Financial Search Financial Search

- ___ Identify available documents remotely, including online sources
- ___ Sources Searched List
- ___ Findings (positive & negative, quantity, organization, condition, media, reproduction and authentication costs and requirements)
- ___ Contact Information

- ___ Identify potential evidence from EPA provided materials
 - ___ Flag
 - ___ Reproduce (Copy/Photograph)
 - ___ Scan & Create Electronic Files
 - ___ Index
 - ___ Other

- ___ Conduct Document Reconnaissance
 - ___ Travel to site or remote location
 - ___ Characterize and Report (include Access and Reproduction, issues and Contact information)
 - ___ Secure documents
 - ___ Develop Plan, with costs
 - ___ Pack and label originals
 - ___ Reproduce
 - ___ Paper
 - ___ Microfilm
 - ___ Electronic (Scan, and create files for management of)
 - ___ Order
 - ___ Transport/Ship/Mail
 - ___ Store
 - ___ Label Copies
 - ___ Index Copies
 - ___ Have Copies Authenticated
 - ___ Return Originals

- ___ Prepare Financial Assessment Report
- ___ Prepare Summary of Findings Report

Performance Standards Checklist

Waste-In Report, Volumetric Ranking and Transactional Report Waste-In Report & Allocation
Report Waste-In Report & Allocation Report

- ___ Prepare Characterization Report
 - ___ Identify document condition
 - ___ Identify types of documents available (shipping documents, receiving logs, invoices, work orders, disposal forms, other) with time frames, including gaps
 - ___ Identify Types of Hazardous Substances
 - ___ Indicate quantities of substances and units of measure
 - ___ Identify other _____
- ___ Prepare Waste-In Source Convention Rule Set (document types, time period, condition, wastes, annotations, unit conversions, document hierarchy, other)
 - ___ Draft
 - ___ Final
- ___ Identify Waste-In documents according to Convention Rule Set
- ___ Organize and Label (Use Document Management Checklist)
- ___ Prepare Waste-In Database (transaction level, roll-up to Party level), including the following information:
 - ___ Party Name (reflect source document name)
 - ___ Facility Name/Location
 - ___ Document Type
 - ___ Document Date
 - ___ Document Location
 - ___ Document ID Number
 - ___ Waste Type
 - ___ Quantity
 - ___ Unit of Measure
 - ___ Transporter
 - ___ Date of Delivery / Shipment
 - ___ Others
- ___ Create and maintain party name successor/source document crosswalk database
- ___ Update and Maintain Waste-In Database, retaining prior electronic versions

- ___ Generate Waste-In Database outputs
- ___ Create Allocation database, based on Waste-In Database
- ___ Generate Allocation Database output variations, with EPA provided scenario variants, retaining all prior electronic versions
- ___ Provide copies of Waste-In Reports in specified media
- ___ Provide copies of Allocation Reports in specified media

